



NAVAJO COUNTY Human Resources



Reference: Personnel Policies Manual SECTION: 5.4 Safety	Procedures: General Safety
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COUNTY GENERAL SAFETY PROCEDURES

INTRODUCTION

In order to maintain a safe and healthful work environment throughout Navajo County, the Human Resources Department, has developed this general **Safety Procedure** for Elected Officials, Department Directors, Supervisors and employees to follow. This document describes the goals, statutory authority, and the responsibilities of everyone. It addresses Compliance, Hazard Identification, Incident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making safety a high priority for every County employee, we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for everyone throughout the County.

GOALS

Diligent implementation of this procedure will reap many benefits for Navajo County. Most notably it will:

1. Protect the health and safety of employees and citizens. Decrease the potential risk of disease, illness, injury and harmful exposures to County personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by enforcement agencies by maintaining compliance with health and safety regulations.

STATUTORY AUTHORITY

ARS 23-403
OSHA 29 CFR 1910.11 & 29 CFR 1926 Subpart A
Navajo County Personnel Policies Manual Section 5.4

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective health, and safety procedures specific to Navajo County facilities and operations rests with the Board of Supervisors. Safety procedures that govern the activities and responsibilities of the health, and safety procedure are established under their authority.

It is the responsibility of Elected Officials, Department Directors, and Supervisors to implement standard operating procedures that ensure effective compliance with County Safety Procedures related to operations under their control.

Elected Officials, Department Directors and Supervisors, are responsible for the enforcement of safety procedures among the employees and/or contract employees under their direction by carrying out the various duties outlined herein, setting acceptable safety procedures for each employee to follow, and ensuring that employees receive the general safety training offered by Human Resources (or equivalent). Each Elected Official, Department Director and Supervisor must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions that govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

The immediate responsibility for workplace health and safety rests with each individual employee. **Employees** are responsible for following the established work procedures and safety procedures in their area, as well as those identified in this Safety Procedure and in other Navajo County Policies and Procedures. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

Human Resources is responsible for developing and managing County Safety Procedures. Additional responsibilities include providing consultation to County staff on matters of health and safety; monitoring and advising personnel using potentially hazardous materials; interpreting regulations and recommending appropriate compliance strategies.

COMPLIANCE

Compliance with County Safety Procedures will be achieved in the following manner:

1. Elected Officials, Department Directors and Supervisors will set positive examples for working safely and require that all County staff work safely. This includes providing feedback/guidance to employees not under their direct supervision.
2. Elected Officials, Department Directors and Supervisors shall ensure that each employee receives general and specific safety training their first workday and whenever there is a change in assignment, procedures or equipment.
3. Elected Officials, Department Directors and Supervisors will use all disciplinary procedures available to them to ensure that employees follow established safety procedures. Performance evaluations, verbal counseling, written warnings and other forms of disciplinary action are available. Use of the County Disciplinary Procedure found in the Personnel Policies Manual Section 4.6 and coordination with the Director of Human Resources is mandatory.

4. Elected Officials, Department Directors and Supervisors will identify the resources necessary to provide a safe work environment for employees and include safety related items, equipment and training in budget requests.
5. Elected Officials, Department Directors and Supervisors should establish appropriate means of recognition for employees who demonstrate safe work practices. ARS 38-617 allows the County Board of Supervisors to establish a County Safety Incentive Award Program up to \$250.00 per employee. Departments should budget for these awards when approved by the Board of Supervisors..
6. Supervisors in Public Works must also enforce the Code of Safe Practices for Construction, (HR-Safety 04/05-018) and post a copy on their employee bulletin boards. A copy of the Code of Safe Practices for Construction shall be posted at every construction, remodeling or renovation worksite.

Navajo County has developed a set of comprehensive Safety Procedures, in compliance with State and Federal regulations, to enhance the health and safety of its employees, contractors, visitors and the public. Each Department is responsible for implementing the Procedure(s) as outlined in the following pages.

I. HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions that may expose employees and visitors to incidents that could result in personal injuries or property damage. **It is the responsibility of each department to ensure that appropriate, systematic safety inspections are conducted periodically.**

A. Scheduled Safety Inspections:

Upon initial implementation of this Procedure, inspections of all work areas will be conducted. All inspections will be documented using the appropriate forms with documented abatement of any hazards detected. Copies of inspections and abatement action(s) shall be forwarded to Human Resources.

Thereafter, regular safety inspections will be conducted at the minimum frequency described below:

1. Office environments – Semi-annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist. The County Office Safety Inspection form (HR-Safety 05/06-011) shall be used.
2. Shops, warehouses, docks, etc. - Quarterly inspections of all potentially hazardous areas will be conducted to detect and eliminate any hazardous conditions that may exist. The County Facility Safety Inspection form (HR-Safety 05/06-006) shall be used.

B. Unscheduled Safety Inspections:

1. Additional safety inspections shall be conducted whenever new equipment or changes in procedures, that present new hazards, are introduced into the workplace.
2. Human Resources staff should conduct periodic unscheduled safety inspections to assist departments in the maintenance of a safe and healthful workplace.
3. Safety reviews shall be conducted when occupational incidents occur to identify and correct hazards that may have contributed to the incident. The ACIP Supervisors Report of Injury form shall be used for this purpose. The white copy shall be forwarded to Risk Management within three (3) days.
4. Human Resources staff is available for consultation and assistance in conducting these various hazard assessments.

C. Life Safety

Any hazard or safety problem noticed by any employee shall be immediately corrected. If the hazard cannot be abated, a Supervisor shall be notified. If there is, a facility problem a safety work order shall be generated by calling Buildings & Grounds at 4125.

II. INCIDENT INVESTIGATIONS

Elected Officials, Department Directors and/or Supervisors will investigate all incidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or attendant hazards. Appropriate repairs and/or procedural changes will be implemented promptly to mitigate the hazards implicated in these events. Copies of investigations and corrective action will be forwarded to Human Resources.

Use the Incident Investigation form (HR-Safety 05/06-007) to record pertinent information and retain a copy to serve as proper documentation of hazard correction.

Employees shall report all injuries immediately as required by the Personnel Policies Manual Section 2.64.

Serious occupational injuries, illnesses or exposures to hazardous substances, as defined by ADOSH, must be reported to Risk Management no later than seven hours after they become known to the Elected Official, Department Director or Supervisor. These include injuries that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. The Risk Management Specialist will contact ADOSH, if necessary. The Risk Management Specialist will conduct an accident investigation in conjunction with a representative from the injured employee's department.

Every vehicle accident should be immediately reported to 911 so that a law enforcement agency can investigate the circumstances in order to minimize County liability. Then contact the appropriate Supervisor and the Risk Management Specialist.

Vehicle accidents will be reviewed by the Traffic Accident Review Committee comprised of Risk Management, County Attorney's Criminal Investigator, Navajo County Sheriff's accident reconstructionist, and a representative designated by the County Engineer.

1. The committee will review all accidents on County roads to identify trends and potential liability.
2. The committee will report findings and recommendations to the Human Resources Director, the County Engineer, the Sheriff and the Safety Representatives.

The Sheriff's Accident Review Board will review all accidents involving Sheriff's Department personnel due to their unique situations and conditions. The review board will review all accidents, determine cause(s), and establish disciplinary action where appropriate. The County Risk Management Specialist is an invited member of this accident review board.

III. HAZARD MITIGATION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The County recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Department. Human Resources and/or Risk Management consultation is available to help determine appropriate abatement actions. The attached Hazard Identification form (HR-Safety 05/06-008) shall be used to document identified hazards and the resulting action(s) taken to abate them.

For serious hazards that present an imminent danger to life or health, immediate action will be taken to mitigate the hazard. The Elected Official, Department Director, Human Resources, and all affected employees will be notified of the hazard(s). If the hazard(s) cannot be immediately abated, all personnel will be removed from the affected area. Access to the area will be controlled until the safety of employees and the public can be assured.

If continued use of the area or equipment must be maintained, then affected personnel will be provided with the proper training, protective equipment, or other safeguards deemed necessary to protect them from the hazard(s).

Serious concealed dangers shall be reported to Human Resources at (928) 524-4047. If the serious concealed danger cannot be abated within 15 days, then it will also be made known to all affected employees in writing.

Human Resources staff is available for consultation and assistance on matters involving hazard mitigation and for deciding what constitutes a "serious concealed danger." All external reporting requirements will be directed to Human Resources and/or Risk Management.

IV. TRAINING

Effective dissemination of safety information lies at the very heart of a successful Safety Procedure. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment shall be provided. Safety training resources may be found on the County's internal web page. The Arizona Counties Insurance Pool (ACIP) and ADOSH are also available to assist in employee training.

A. General Safe Work Practices:

At a minimum, all employees will be trained in the following:

1. County General Safety Procedure
2. Fire safety, evacuation and emergency procedures (by the County Emergency Manager)
3. Storm preparedness
4. Computer workstation setup (if applicable)
5. Hazard communication and awareness (use of Material Safety Data Sheets)

Attendance at a general Safety Procedure training and/or Supervisor conducted training will meet these requirements. Supervisors shall ensure that new employees receive training on the County General Safety procedure the employees first workday. Employees must sign the Safety Procedure Acknowledgement form.

B. Specific Safe Work Practices:

In addition to general safety training, **each employee will be instructed how to protect themselves from the hazards specific to their individual job duties.** At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials, and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, **and whenever new hazards or changes in procedures are implemented.**

Elected Officials and Department Directors are responsible for providing supervisors with the training necessary to familiarize themselves with the safety and health hazards to which their employees are exposed.

It is the responsibility of each Supervisor to know the hazards related to his/her employee's job tasks, and ensure the employees receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors shall ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace that may create new hazards. Training must also be given when

new or previously unrecognized hazards are brought to a Supervisor's attention.

3. All training shall be documented and kept in department files. Copies of all training documents will be sent to Human Resources. The attached Supervisor Safety Meeting/Training form (HR-Safety 05/06-009) shall be used for this purpose. Employees **must** sign the form individually.

V. COMMUNICATION

Effective two-way communication that involves employee input on matters of workplace safety is essential to maintaining an effective Safety Procedure. To foster better safety communication the following guidelines will be implemented:

A. Posting safety Information:

Departments will use an employee bulletin board for posting information on safety in a location accessible to all employees. Changes in procedures, safety bulletins, accident statistics, training announcements, and other safety information will be posted as they become available.

B. Safety training and/or staff meetings:

Elected Officials, Department Directors and Supervisors shall provide time, at periodic staff meetings, to discuss safety topics. Status reports will be given on safety inspections, hazard mitigation projects, and accident investigation results, as well as feedback to previous employee suggestions. **(Public Works staff engaged in construction must meet at least every 10 working days for tailgate training.)**

Employees are encouraged to participate and give suggestions without fear of reprisal. The attached Supervisor's Safety Meeting/Training form (HR-Safety 05/06-009) shall be used to document attendance and topics covered.

C. Safety training information sources:

Departments shall use Material Safety Data Sheets as one form of employer to employee communication. Additional communication methods may include:

Posters	Meetings	Supervisor training
Newsletters	Bulletins	ADOSH classes
General Chemical Safety information	Warning Labels	County classes
Operator Manuals	County Internal Web Page	
Code of Safe Practices	ACIP classes	
Standard Operating Procedures	Safety Procedures	

D. Safety suggestions:

Employees are encouraged to bring to the County's attention any potential health or safety hazard that may exist in the work area. Anonymous employee input can be forwarded to Human Resources for safety suggestions, hazard identification, complaints, etc. The attached Employee Safety Recommendation form (HR-Safety 05/06-010) can be used for this purpose. While the suggestion may be anonymous, a method for Human Resources to contact the employee making a suggestion, to provide feedback and/or obtain more information, is encouraged.

Employees are advised that there are no reprisals for expressing a concern, comment, suggestion, or complaint about a safety matter and that adherence to safe work practices and proper use of personal protective equipment are integral parts of workplace safety.

Elected Officials, Department Directors and Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods, utilizing Human Resources assistance. Feedback to employees is critical, and must be provided for effective two-way communication.

D. Safety Compliance:

Compliance will be reinforced by appropriate comments on employee performance evaluations per the County Personnel Policies Manual Section 1.4.

Non-compliance will be addressed by:

- An immediate discussion between the Supervisor and the employee who is discovered working in an unsafe manner
- Appropriate disciplinary action up to and including termination per the County Personnel Policies Manual Section 4.6.

VI. DOCUMENTATION

Many standards and regulations of ADOSH and OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Safety Procedure are being implemented, **the following records will be kept on file in the department**, with copies sent to Human Resources, for at least the length of time indicated below:

1. Copies of all Safety Inspection forms. Retain 5 years.
2. Copies of all Hazard Identification forms. Retain 5 years.

3. Copies of all Accident Investigation forms. Retain 5 years.
4. Copies of all employee-training documents. Retain for the duration of each individual's employment.
5. Copies of all safety postings and safety meeting agendas. Retain 5 years.
6. Copies of the Annual Accident Statistic Summaries. Retain 5 years.
7. Copies of employee exposure records, registered carcinogen records, or other required employee health and safety records. Retain 30 years or for the duration of each individual's employment if greater than 30 years.

Departments will ensure that these records are kept in their files, and present them to ADOSH /OSHA or other regulatory agency representatives if requested. Review of these records will be conducted by Human Resources and/or Risk Management during routine inspections to measure compliance with this Procedure.

A safe and healthy workplace must be the goal of everyone at County, with responsibility shared by management and staff alike. If you have any questions regarding this or any other Safety Procedure, please contact Human Resources at (928) 524-4047, George.Gil@co.navajo.az.us.

Resources:

- Personnel Policies Manual on the County's Internal web page
- Safety Procedures on the County's Internal web page
- Safety Training outlines on the County's Internal web page
- Safety Information on the County's Internal web page
- Internet Safety Information Links
- Safety Forms on the County's Internal web page
- Material Safety Data Sheets (MSDS)
- HR/Safety Analyst
- Risk Management Specialist
- Navajo County Safety Procedures Binder
- Arizona Counties Insurance Pool via Human Resources